

School District of Manawa

Special Board of Education Meeting Agenda

June 27, 2018



AMENDED

AMENDED

1. Call to Order – President Johnson – **6:00 p.m.** – MES Boardroom, 800 Beech Street
2. Pledge of Allegiance
3. Roll Call
4. Verify Publication of Meeting

5. New Business:
 - a. School Perceptions Presentation - Results of Community Survey
 - b. Consider Approval of Vocal Music Teacher Contract for 2018-19 as Presented
 - c. Consider Approval of MES Administrative Assistant
 - d. Consider Approval of 1st Grade Teacher Hire for SY1819 as Presented
 - e. Select April 2019 Board of Education Meeting Date - Conflict with Holiday Break

6. Adjourn

PLEASE NOTE: Any person with a qualifying disability under the Americans with Disabilities Act that requires the meeting or material to be in accessible format, please contact the District Administrator to request reasonable accommodation. The meeting room is wheelchair accessible.



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor
Fr: Dan Wolfgram
Date: 6/25/2018
Re: Vocal Music Recommendation – Ellen Christensen

This memo is to recommend Mrs. Ellen Christensen for the 1.0 FTE vocal music teaching position for the 2018-19 school year.

Mrs. Christensen is currently fulfilling the position of Director of Choral Activities at William Horlick High School, in the Racine Unified School District. She has served in this position for the last thirteen years. She received her formal education and training from the University of Wisconsin – Milwaukee where she received a Bachelor of Fine Arts with a major emphasis in music education. Additionally, Mrs. Christensen earned her Master of Music from the University of Wisconsin – Milwaukee in 2005. She holds certifications in general music and choral music.

Mrs. Christensen comes to Manawa with nineteen years of teaching experience. She began her career in the Milwaukee Public School System teaching general music at LaFollette Elementary School where she was responsible for teaching general music pre-kindergarten through 5th grade. Her second place of employment was at Jerstad-Agerholm Middle School in the Racine Unified School District where her assignment was again teaching general music to 6th through 8th grade students. In 2005 she transferred to William Horlick to assume the position of a high school vocal music teacher.

While at William Horlick, Mrs. Christensen was responsible for five high school choirs, vocal director for the musical, and director of the annual “Madrigal Feaste.” Coordinating this event entailed music preparation for the high court as well as costuming nearly one hundred and sixty students. She has traveled extensively with the choirs and has achieved gold ratings with 98% accuracy at solo and ensemble festivals and clinics. To facilitate her programs while at Racine, grant writing for music supplies was commonplace.

William Horlick High School Instructional coach Lisa Burczyk states, “Ellen’s connection with her students is remarkable. Under her tutelage, students thrive and discover talent and strength they never knew they had...she has assisted countless students in graduating when they didn’t think that that was possible.”

Two candidates were selected for a first-round interview with a committee comprised of various staff members and two student representatives. Two candidates moved forward to the administrative team interview. Mrs. Christensen received the full endorsement of both interview teams. Mr. Austin Rohan, the current instrumental music teacher, was present for all first-round interviews. I recommend Mrs. Ellen Christensen for the vocal music teaching position for 2018-2019.



School District of Manawa

"Students Choosing to Excel, Realizing Their Strengths"

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www.manawaschools.org

June 21, 2018

Mrs. Ellen R. Christensen
828 Kisa Ridge
Racine, WI 53402

Dear Ms. Christensen:

The purpose of this letter is to confirm the offer of employment made to you to teach in the School District of Manawa (the "District") for the 2018-2019 school year. If you intend to accept the offer of employment, please sign and return a copy of this letter to Dr. Melanie Oppor, District Administrator, on or before June 25, 2018. Failure to return a signed copy of this letter to Dr. Oppor on or before June 25, 2018 shall be deemed notice that you do not intend to accept the offer of employment.

Please be advised that the Board of Education intends to take up the issue of your employment at a scheduled meeting on June 27, 2018. In the event the Board of Education approves your employment for the 2018-2019 school year, you will be issued an Individual Teaching Contract for the 2018-2019 school year.

Any Individual Teaching Contract issued to you for the 2018-2019 school year is subject to the provisions of Sections 118.21 and 118.22, Wis. Stats., the rules, regulations and policies of the Board of Education, now in effect or becoming effective during the 2018-2019 school year. You will be expected to abide by and comply with the same.

We advised that all school programs offered in the School District of Manawa are regularly reviewed, with recommendations regarding program changes and staffing made to the Board of Education. Because of enrollment fluctuations, program changes, budgetary constraints or other unknown factors and conditions, it may be necessary for the District to modify assignments, add positions or reduce/eliminate positions. Should program changes result in a change in your status, you will be notified as soon as possible.

Sincerely,

Dr. Melanie J. Oppor
District Administrator

It is my intent to accept employment with the School District of Manawa for the 2018-2019 school year, subject to any Individual Teaching Contract

6/23/18

Signature

Date

Dr. Melanie J. Oppor

District Administrator
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(920) 596-2925

Daniel J. Wolfgramm

24th High School Principal
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Nichelle Pickett

Elementary Principal
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Carmen O'Brien

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Danielle Bruner

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Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor

From: Michelle Pukita

Date: June 22, 2018

Re: MES Transfer for the 2018-19 School Year

This memo is to recommend that Kris Thompson be transferred from her current clerical/health aide assignment to the Manawa Elementary School Administrative Assistant beginning August 8, 2018. This is a 12-month, 40 hours per week position at the rate of \$17.00. Ms. Thompson asked to be transferred into the Administrative Assistant position.

After graduating from Little Wolf High School, Ms. Thompson attended Fox Valley Technical College to pursue her Administrative Assistant degree. Prior to her completing the degree, Ms. Thompson was chosen to work as an Administrative Assistant for the president of Fox Valley Technical College for one year.

Ms. Thompson is the ideal candidate to transfer into this position as Ms. Thompson has built a rapport with the students and parents throughout her fifteen years of being the clerical/health aide at MES. Ms. Thompson is familiar with the Skyward student information and financial management system. She has experience in generating reports from Skyward to fulfill various local, state, and federal reports. Ms. Thompson has attended Skyward trainings to enhance her skills in utilizing this system. Ms. Thompson also has training and experience in Microsoft Office, which includes Word and Excel. Ms. Thomson also has training and experience in Google Docs.

Mrs. Pukita has had several conversations with Ms. Thompson throughout the last couple of weeks, and Ms. Thompson is excited about this new opportunity to advance her career. Ms. Thompson is already skilled at providing administrative support and functions at the elementary school including answering phones, taking messages, directing calls, coordinating general school office operations, and greeting and attending to school visitors, school staff, and student requests.



Students choosing to excel; realizing their strengths.

To: Dr. Melanie Oppor

From: Michelle Pukita

Date: June 27, 2018

Re: 1.0 FTE Grade One Teaching Position

The purpose of this memo is to formally recommend Andrea Whitman for the 1.0 FTE Grade 1 teaching position beginning with the 2018-19 school year.

Ms. Whitman taught 5th grade at Manawa Elementary School for the 2017-18 school year, as this was a one-year contract. During her one-year term, Ms. Whitman built positive relationships with all her students. She implemented the workshop model in both reading and writing to fidelity. Ms. Whitman also taught Math Expressions utilizing math talk throughout her lessons and differentiating for her students based on math data she collected. Ms. Whitman is a caring teacher with a very positive attitude. She worked as a collaborative team member with the 5th and 6th-grade teachers.

Before working at MES, Ms. Whitman taught 4th grade Tier 2 intervention for reading and math for the Green Bay Area School District from December 2006 through June 2007. From August 2007 through June 2008, Ms. Whitman taught 6th-grade language arts and reading for the School District of Waupaca. This was a one-year contract. Ms. Whitman then taught 5th grade at the School District of Waupaca from August 2008 through June 2012. Ms. Whitman then took some time from outside work to raise her children.

Ms. Whitman has experience in working with younger children. She student taught in second grade in Green Bay, Wisconsin. Ms. Whitman is currently co-teaching in the Mad Scientist Class for summer school with grades one and two. Her versatility in working with various ages of children in elementary grades is a true asset to the district.

Ms. Whitman received her Bachelor of Science Degree in Middle Childhood through Early Adolescents with a minor in Psychology from the University of Wisconsin-Green Bay.

Ms. Whitman expressed through the interview process that she is very excited about the opportunity to stay with the MES community. The principal from the School District of Waupaca stated she is dependable, very positive, and a great team player. The principal also stated if the opportunity arose, he would hire her back.

Five candidates were contacted for interviews out of a total of eight applicants. Two of the applicants had accepted a job offer from another district and one applicant withdrew the application as this candidate was seeking an upper elementary teaching position. Ms. Whitman is very enthusiastic, positive, and eager to be hired as a teacher for MES. Ms. Whitman will complement the MES team.

